CARVER COLLEGE

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501 SOUTH ALEXANDER STREET
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CARVER COLLEGE

Calendar of Events

FALL QUARTER

September 15-16	Placement Tests
September 19	Registration
September 20	First Day of Classes
November 23-27	Thanksgiving Recess
December 13	Last Day of Classes
December 14-16	Final Examinations
December 17	Christmas Vacation

WINTER QUARTER

January 2	Registration
January 3	First Day of Classes
March 12	Last Day of Classes
March 13-15	Final Examinations

SPRING QUARTER

March 17	Registration
March 19	First Day of Classes
March 30—April 2	Easter Recess
May 29	Last Day of Classes
May 30—June 1	Final Examinations
June 3-4	Graduation Exercises

SECOND WARD ACCELERATED HIGH SCHOOL

Calendar of Events

FIRST SEMESTER 1955

September 20	Registration
September 20	First Day of Classes
November 23-27	Thanksgiving Recess
December 17	Christmas Vacation
February 7, 8, 9	Final Examination
February 9	End of Semester

SECOND SEMESTER 1956

February 10	Registration and First Day of Classes
March 30—April 2	Easter Vacation
June 11, 12, 13	Final Examinations
June 18	Graduation Exercises

CARVER COLLEGE

Administrative Roster for 1955-1956

BOARD OF SCHOOL COMMISSIONERS

Dr. Herbert Spaugh, *Chairman*
Mr. G. D. Aitken
Mr. Al. Bechtold
Mr. Gordon Christian
Mr. J. P. Hobson
Mr. Ben S. Horack
Mr. Ben Huntley

OFFICERS OF ADMINISTRATION

Dr. Elmer H. Garinger.....*Superintendent*
Dr. James R. Lyles.....*Assistant Superintendent*
Mr. John M. Dunlap.....*Assistant Superintendent*
Mr. A. M. Elliott.....*Administrative Assistant*
Miss Douglas Kendall.....*Treasurer*
Dr. Edward H. Brown.....*Director*
Mrs. Esther Y. Thompson.....*Secretary to the Director*

College Instructional Faculty

Brown, Edward H.....*Director*
B. S., Johnson C. Smith University
A. M., Columbia University
Ed. D., Columbia University

Adam, A. Eunicetine.....*French*
B. A., Fisk University
M. A., Columbia University

Benson, Jack *G*.....*Mathematics*
B. S., Johnson C. Smith University
M. S., Atlanta University

Booton, Laura M.....*Secretarial Science*
B. S., Hampton Institute

Brown, Bernard L.....*Social Studies*
A. B., Johnson C. Smith University
M. A., Columbia University

Buck, Vernon A., Jr.....*Math. and Bus. Adm.*
A. B., Morehouse College
M. S., New York University

Cozart, Jean.....*English*
A. B., Howard University

GREEN, QUEEN C. ..... *History*
B. A., Virginia Union University
M. A., Howard University

HALL, MATTIE M. ..... *English*
A. B., Johnson C. Smith University
M. A., Columbia University

HOLDEN, NORMA Y. ..... *Assistant to the Librarian*
A. B., Johnson C. Smith University

HOUSEN, JACK ..... *Physical Education*
B. S., West Virginia State College
M. Ed., Springfield College

JONES, CEDRIC H. ..... *English*
A. B., Shaw University
M. A., Columbia University

LEVI, LOUIS E. ..... *Chemistry*
A. B., Talledega College
M. S., University of Minnesota

McCASKILL, MARJORIE S. ..... *Business Administration*
B. S., South Carolina State College
M. S., New York University

McKINNEY, MARIE L. ..... *English*
A. B., Johnson C. Smith University
M. A., Columbia University

PERRY, PENNIE E. ..... *Librarian*
B. S., Shaw University
M. S., University of Michigan
M. S. in L. S., Syracuse University

PHARR, JACQUELINE ..... *Zoology-Botany*
B. S., Johnson C. Smith University

POWELL, KENNETH ..... *Physical Education*
A. B., Johnson C. Smith University
M. S., New York University

RAMSEY, JOSEPH C. ..... *German*
A. B., Butler University
M. A., Butler University

RORIE, RAYMOND R. ..... *Zoology-Botany*
B. S., A & T College
M. S., New York University

STROUD, GERSON L. ..... *Social Science*
A. B., Johnson C. Smith University
M. S., University of Illonois

THOMPSON, ESTHER Y. ..... *Office Secretary*
B. S., North Carolina College

TOWNS, JOSEPH F. ..... *Political Science*
A. B., Johnson C. Smith University
M. S., University of Michigan

USHER, S. ELOISE ..... *Speech-Drama*
A. B., Spellman College
M. A., University of Iowa

High School Instructional Staff

BROWN, BERNARD L. ..... *Social Sciences*
A. B., Johnson C. Smith University
M. A., Columbia University

CHAMPION, J. C., JR. ..... *Auto Mechanics*
B. S., A. and T. College

COHEN, ERNEST H. ..... *Brick Masonry*
B. S., Florida A. and M. University

MEADOWS, LOUISE S. ..... *English-French*
A. B., North Carolina College

SPIVEY, MARY P. ..... *Mathematics-Science*
B. S., Livingstone College

WALKER, EDWARD, JR. ..... *Auto Mechanics*
A. B., Hampton Institute
M. A., Wayne University

WINGATE, MATTHEW E. ..... *Shoe Repairing*
B. S., A & T College

Special Education Instructional Staff

BYARS, MAMIE L. ..... *Typewriting*
B. S., Florida A and M University

PARKER, J. O. ..... *Music*
Steno-typist Institute of Boston
Talladega College, Department of Music

POTTS, ETHEL M. ..... *Adult Education*
A. B., Johnson C. Smith University

PRIDE, LYDIA C. ..... *Music*
A. B., Knoxville College

TARPLEY, FRANCES M. ..... *Clothing*
Bennett College
Columbia University

GENERAL INFORMATION

Objectives of the College

CARVER COLLEGE desires to serve the individual and the community by providing for young people and adults, education for enriched personal living, for cultural development, and for responsible citizenship. Its major aims are to prepare young people for occupational competency, for admission to senior college or a university, and to offer for adults continued opportunities in vocational, cultural, and general education.

More specifically the basic objectives are:

1. Preparation for further academic or pre-professional study in a four year college or university. The college provides two years of college work in most major fields.

2. Preparation for immediate employment. The college offers two-year terminal courses in General Business, Business Administration, and Secretarial Science.

3. Further education for employed adults who desire to increase occupational competency or personal cultural growth through organized courses. The college offers courses in vocational and general education.

Location

Carver College is located in the city of Charlotte in Mecklenburg County, North Carolina. With an estimated population of 154,000, Charlotte is the largest city in the two Carolinas and serves as the center of commerce, industry, and culture for an area of twenty-four counties.

Classes are held in the Second Ward High School Building at 501 South Alexander Street, less than a mile from the center of the city. The Carver College Office is located on the main floor of the building, and is open from 10:00 A. M. to 10:00 P. M.

Library Facilities

The Carver College Library is situated on the Main floor of the building. The library contains approximately 6,900 volumes and subscribes to 70 periodicals. After three o'clock college students have access to this library and are encouraged to use the books of college level. The facilities of the Charlotte Public Library are also available to students. In addition, books may be borrowed for library use from the Brevard Street Branch Library. The college has at present more than 800 volumes of its own and is rapidly increasing its library.

A trained librarian, with an assistant, has charge of the library.

Counseling and Guidance

The instructional program of Carver College contributes to the guidance process by furnishing try-out experiences under the direction of interested faculty members, where ever this is possible. Students are encouraged to consult with their instructors regarding problems which they encounter. During the pre-registration and registration periods the faculty serves in an advisory capacity for the planning of programs of study and the scheduling of classes.

Each student, upon entering the college, is assigned to one of the teachers who acts as advisor. Frequent conferences are held during each quarter. This close contact between faculty and students lends to a carefully guided Junior College career.

Accreditation

Carver College is a member of the North Carolina College Conference, is affiliated with the American Association of Junior Colleges, and is accredited by the North Carolina State Department of Education.

Application has been made for accreditation by the Southern Association of Colleges and Secondary Schools, the highest accrediting agency in the southern area.

Credits earned at Carver College in curricula leading to degrees are transferable to senior colleges and universities.

Veterans' Education

Carver College trains veterans under the G. I. Bill of Rights. Veterans seeking training under the provisions of Public Law 16 or 894 (Federal Educational Rehabilitation Program), Public Law 346 (Servicemen's Readjustment Act), or Public Law 550 (Veterans' Readjustment Assistance Act of 1952) must enroll for a minimum of twelve quarter hours in order to receive full subsistence. Routines involving letters of eligibility, interruption of training, and the like are handled by the College Office. Technical questions relating to the Veterans Administration are referred to Mr. Vernon O. Tucker, Veterans' Service Officer who is located at 123 North Poplar Street.

Before the time of registration, each veteran who wishes to enter Carver College should do the following:

1. File at the college office the following:
   (a) Application for admission completely filled out.
   (b) Transcripts of all previous high school and/or college courses completed before or after induction or as a part of Army or Navy basic training or specialized training programs; also, records of courses taken by correspondence through the United

States Armed Forces Institute. The latter records may be secured from United States Armed Forces Institute, Madison, Wisconsin. All transcripts and records should be sent directly from the school, college, or other agency to Carver College.

2. Report to the College Office to receive definite instructions for making application for a Certificate of Eligibility and Entitlement, or if the veteran has interrupted his previous training in another institution, for a supplemental certificate of eligibility.

At the time of registration the veteran will submit to the College Office a Certificate of Eligibility and Entitlement or a supplemental Certificate of Eligibility.

Veterans in G. I. Bill training under Public Law 550 will receive an education and training allowance each month from the Government to meet the expenses of their training and living costs. Tuition, fees, books, supplies and equipment will not be paid by the Government; instead, they will have to be paid out of the monthly allowance. A veteran will get his monthly allowance some time after the end of each month of training completed. Before the Veterans Administration can pay him, the law requires a certificate from both the veteran and his school or training establishment, that he was enrolled in and pursuing his course during that period.

A veteran attending Carver College is required to maintain satisfactory academic achievement and attendance.

Education for Vocationally Handicapped

Men and women who have suffered a disability which renders them vocationally handicapped or which might be expected to render them vocationally handicapped are eligible for services of the Division of Vocational Rehabilitation. These services include vocational counseling and guidance, medical treatment, training (payment of costs such as books, fees, tuition), and placement. These services are available at no cost to the individual.

A Vocational Rehabilitation Officer is available in Charlotte for interviewing applicants. Appointments may be made by calling the Vocational Rehabilitation Office, 721 East Trade Street, telephone FR 5-8686.

Employment Service

In cooperation with the North Carolina Employment Service, the college offers employment service to assist students in securing part-time or full-time employment. Special attention will be given to placement of students who satisfactorily complete the requirements for graduation in the terminal curricula. Application should be made in person at the College Office and at the North Carolina Divisional Employment Office located on West First Street.

GENERAL REGULATIONS

Entrance Requirements

Application for admission is made by submitting (1) personal data called for on the application form which may be obtained from the Carver College Office; (2) a satisfactory statement of high school or preparatory school course, or its equivalent, which ordinarily means graduation; and (3) sixteen acceptable units.

Students who plan to enter senior college in their junior year should consult the catalogs of those institutions for entrance requirements, and will be assisted by guidance personnel.

If a student enters with deficiencies in foreign language or mathematics, he may remove those deficiencies by taking prescribed courses without college credit.

For admission as an advanced student, application is made by submitting (1) personal data called for on the application form and (2) a transcript of all former college work. An applicant who has already attended an institution of collegiate grade may not disregard his collegiate record and apply on the basis of his high school credentials.

Registration

Registration for credit in any course is limited to the first five days of the quarter.

Under the quarter system, three courses (not less than twelve quarter hours) constitute a full college load, but a student may register for less work. For students who maintain "B" averages, special permission may be obtained from the Director to take an additional course.

Veterans must register for either a full load (12 to 15 quarter hours) or a half load (not less than 10 quarter hours) to receive subsistence.

Expenses

TUITION:

The tuition fee is five dollars ($5.00) per quarter hour credit or the equivalent in hours of instruction. Therefore, a student who enrolls for the normal load of three courses, each carrying five quarter hours credit, will be charged twenty-five dollars ($25.00) per course or seventy-five dollars ($75.00) for the quarter.

REGISTRATION:

A registration fee of five dollars ($5.00) will be charged each quarter. An activity fee of four dollars ($4.00) will be charged each quarter.

LABORATORY FEES:

Students who enroll for courses in laboratory science will be charged laboratory fee of five dollars ($5.00) per quarter.

PAYMENT OF FEES:

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to Carver

College. A graduation fee of six dollars ($6.00) will be charged, payable at the end of the year.

REFUNDS:

Period of Actual Attendance Counted from Day of Registration	*Percent of Tuition and Fees Refunded*
One week or less (1 to 7 days)	80%
Between 1 and 2 weeks (8 to 14 days)	60%
Between 2 and 3 weeks (15 to 21 days)	40%
Between 3 and 4 weeks (22 to 28 days)	20%
Over 4 weeks (29 days or over)	0%

The registration fee is *not* refundable.

It is the policy of the college to follow the law as stated in Public Law 550 in case of unused portions of tuition and fees and other charges to veterans.

BOOKS AND SUPPLIES:

The cost of books and supplies is estimated at approximately twenty-five dollar ($25.00) per quarter.

Special Students

Students twenty-one years of age or older, who have not been able to secure the required number of units for admission to college, will be allowed to take any college course for which they are prepared. Credits thus earned will be recorded but not transferred because they carry no credit toward graduation.

Schedule of Classes

Classes are scheduled to meet Monday through Friday from five until ten o'clock in the evening. Each class period is fifty minutes in length.

Attendance

Regular class attendance is required in all classes for which the student is registered. Each student may be allowed three cuts from each class during the quarter, but after the third absence he may be suspended by the Director. Absences due to illness must be accounted for in the Director's Office. Students who are absent for acceptable reasons may have absences excused through the Director's Office.

A student who has been absent from classes on account of prolonged or repeated illness or other emergencies and a student on scholastic probation forfeits the cuts which he might otherwise have been allowed.

No student will be given credit from Carver College for any course unless he has attended at least 75% of the total number of classes in the quarter.

Withdrawal

Students who find it impossible to attend the College should make application for withdrawal in the Director's Office. Such application is reviewed and approved by the Director before permission is granted. Any student who leaves the college, except after the close of a quarter, without notifying the Office will receive a mark of "F" in all courses.

Grading

The unit of measurement of college work used at Carver College is the quarter hour. It represents one lecture hour per week for one quarter (together with two hours of preparation outside of class) or three hours of laboratory work.

Letters are used to indicate the quality of work done. The meaning of each grade, with its accompanying quality points, is as follows:

A—Excellent—3 quality points per quarter hour credit
B—Good—2 quality points per quarter hour credit
C—Fair—1 quality point per quarter hour credit
D—Barely passed—0 quality points per quarter hour credit
F—Failed—0 quality points per quarter hour credit
I—Work incomplete—0 quality points per quarter hour credit
W—Official withdrawal from the course—0 quality points per quarter hour credit

The plus (-|-) and minus(—) are not used in the grading system.

All incomplete (I) grades must be removed before the end of the school year; otherwise the "I" becomes "F" and the course must be repeated for credit.

Grades of each student will be sent after the close of each quarter.

An average grade of "C" must be maintained in all work undertaken by a candidate for graduation; in other words, he must have as many quality points as he has units of credit.

Upon request of the student, academic credits earned in Carver College will be transferred to any college or university, provided all requirements are met.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar ($1.00) for this service.

Honor Roll

A student must take a full load of three subjects, fifteen quarter hours of work, and maintain at least a "B" average to qualify for the Honor Roll.

Graduation Requirements

Graduation requirements at Carver College vary according to the occupational field the student has selected. Upon the satisfactory completion of any of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts".

Each candidate for the Associate in Arts degree is required to file an application for graduation in the Director's Office. The iniative for filing this application is delegated to the student. The application should be filed at the time the student registers if he plans to graduate that quarter.

STUDENT ACTIVITIES

The development of the whole individual is one of the aims of the Institution. Teachers, courses, books and buildings are some of the means to this end. Outside of the classroom, certain activities, designated as extra-curricula, are provided.

Student Government

It is the policy of Carver College to encourage and develop student self-government. Student government was organized the first quarter of 1949 at Carver and is continuing to function. The Student Government Council's functions are to serve the membership of the school in every possible way, forming certain committees vital to the student government program, promoting educational projects, and formulating, with the administration's approval, certain school policies.

Dramatics

The Carver Stage Crafters attempt to stimulate interest in all phases of dramatic expression. Plans for expansion of the drama program of the college are being formulated to include group discussions of pantomime, acting, make-up, playwrighting, radio technique, verse choirs. Emphasis is placed on the special training of individual students and the exchange of ideas in the field of dramatic art. The nucleus of the Stage Crafters is the class in speech.

Newspaper

To provide information for all persons interested in Carver College, the students organized a news organ, The CARVER CHRONICLE, official voice of the students of Carver College. This journal is published once each quarter.

The duties and purposes of the newspaper are: to create a wholesome school spirit; to support the best traditions of the institution; to encourage worthy school activities; to record the history of the school; to offer training in journalistic projects; and, above all, to afford a free and unfettered forum for uncensored expression of conflicting opinions in the traditions of a true democracy.

College Yearbook

The first Yearbook was published at the end of Carver's initial year and henceforth will be an annual event. The purpose of the Carver Annual is to present a pictorial history of the personnel and activities of the institution during the preceding nine months.

Athletics

Carver College's athletic program is limited to basketball. Opportunity for other athletic activities will be added as interest, time, and enrollment indicate the need.

Recreation

Social activities, including dances, receptions, banquets, and coffee-hours will be provided as leisure interests during the school year.

Honor Society

In September of 1951 the Honor Society was organized. To become a member of the Carver College Honor Society, a student must have made an average of "B" or above in at least fifteen quarter hours' work at the end of each quarter.

Music

The Carver College Music Department (choral work) is open to all students, after being qualified through vocal tests, as an elective with credit. No credit will be allowed, however, for less than one quarter's work. All interested students are required to pursue two years' work in the department before being considered for awards or scholarships. All material to be covered will be planned by the music faculty after thorough consideration of the college talents, students' needs, and public performances. Choral training in the classes will be supplemented by experiences in performance at school programs and community affairs. Students should show evidence of doing college level work at all times. Students may exemplify this talent and interest through membership in the college chorus, male chorus, women's chorus, mixed quartet, mixed octet and male quartet.

Attendance

Students enrolled in music for the quarter are expected to be present and prompt unless officially excused. All music students are required to attend all musical events during the quarter.

Dress

Uniform dress is required of music students in public performances. Men should wear dark suits, ties and shoes, with white shirts. Women should wear dark dresses and shoes, no jewelry.

Outside Performance

These appearances will be well screened by the Director of the College and music faculty, thus eradicating numerous commitments on students.

PROGRAM OF STUDY

The programs of study contained in the following pages are classified as "University Parallel" or "Terminal". Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at Carver College. Those in the second category are intended for students who do not plan to transfer to a university or a senior college after completion of lower division work at Carver College. Those in the second category are intended for students who do not plan to enter a university but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation upon graduation from Carver College.

University Parallel Curricula:

Any of the academic courses offered by the college, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving junior college should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the director will gladly assist the student in choosing the courses that will assure junior standing in the senior institution, the final responsibility for selecting the proper courses must rest with the student.

Terminal Curricula:

It is possible for a student in the terminal programs to do part-time work in his chosen field under the supervision of a trained co-ordinator and, at the same time, to gain credit towards graduation for this work-type educational experience.

CARVER COLLEGE

University Parallel Curricula

LIBERAL ARTS (University Parallel)

FIRST YEAR

REQUIRED:

English 111-112	10
Social Science 111-112	10
Mathematics 131-132	10
Zoology 111	5
Botany 111	5

REQUIRED (Choose One):

French 111-112-113	15
German 111-112-113	15
Spanish 111-112-113	15

CHOOSE ONE:

Geography 111	5
Physics 111	5

SECOND YEAR

REQUIRED:

English 211-212	10
Chemistry 111-112	10

REQUIRED (Choose One):

French 211-212-213	15
German 211-212-213	15
Spanish 211-212-213	15

CHOOSE TWO:

Economics 221-222	10
History 211-212	10
Political Science 231-232	10

Business Administration
(University Parallel)

FIRST YEAR

English 111-112	10
Social Science 111-112	10
Accounting 111	5
Mathematics 131-132	10
Zoology 111	5
Botany 111	5
Typewriting (Required of students not proficient)	

ELECTIVE:

Geography 111	5

SECOND YEAR

English 211-212	10
Economics 221-222	10
Business Law 211	5

CHOOSE ONE:

Public Speaking 221-222	10
Psychology 111	5
French 111-112-113	15
German 111-112-113	15
Spanish 111-112-113	15

Merchandising
(Terminal)

FIRST YEAR

English 111-112	10
Economics of Marketing 111	5
Credits and Collections 111	5
Retail Merchandising 111	5
Business Mathematics 111	5
Selling 111	5
Psychology 111	5
Advertising 111	5
Business Law 211	5

SECOND YEAR

English 213	5
Economics 221-222	10
Personnel Management 211	5
Marketing Problems 211	5
Advertising Copy and Layout 211	5
Business English 231-232	10
Merchandise Information 211	5
Advanced Selling 211	5

Business Administration and Accounting Course

Terminal Curricula

FIRST YEAR

English 111-112	10
Social Science 111-112	10
Business Mathematics 111-112	10
Typewriting (required of students not proficient)	

SECOND YEAR

Business English 211-212	10
Accounting 211-212	10
Economics 221-222	10
Political Science 231	5
Commerce 233	5
Elective	5

NOTE: Diversified occupation may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his choice.

General Business and Secretarial Science Course
Terminal

FIRST YEAR

English 111-112	10
Social Science 111-112	10
Typewriting 111-112	10
Shorthand 111-112	10
Accounting 211-212	10

SECOND YEAR

Business English 211-212	10
Shorthand 211-212	10
Typewriting 211-212	10
Accounting 211-212	10
Office Machines 211	5
Office Practice 212	5

NOTE: Diversified occupations may be substituted for certain subjects, in which case the student will be placed on an appropriate part-time job as a learner in a specific objective of his choice.

Pre-Medicine
(University Parallel)

FIRST YEAR

English 111-112	10
Social Science 111-112	10
Mathematics 131-132	10
Chemistry 111-112	10

CHOOSE ONE:

French 111-112-113	15
German 111-112-113	15
Spanish 111-112-113	15

SECOND YEAR

English 211-212	10
Zoology 111	5
Botany 111	5

ELECTIVE:

Physics 111	5

Pre-Law Courses
(University Parallel)

Students electing the pre-law courses may do so in one of the following ways:

(1) Take the regular liberal arts course

(2) Take the regular business administration course

DESCRIPTION OF COURSES

Business

Accounting 111: An introductory course in the field of accounting. Topics covered include the theory of debits and credits and the construction of the trial balance, work sheet, profit and loss statement, and the balance sheet. The problems and materials used are characteristic of the single proprietorship form of business organization.

Accounting 211-212: (Prerequisite—Accounting 111) The fundamental principles of accounting are re-emphasized and special attention is given to the partnership form of business organization, both from the point of view of the accounting problems peculiar to the partnership form of organization. The corporation is considered and attention is given to the general characteristics and to the fundamental problems of corporation accounting.

Business English 211-212: A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proof reading, and corrections.

Business Law 111: Essentials of the law of contracts, with related subjects.

Business Mathematics 111-112: Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

Commerce 233: To enable the students to have an overall understanding of starting a business: the organization, the financing, and the managing of a business, including the principles of purchasing, selling, merchandising, record keeping, granting credit, collecting, and other functions of business.

Office Machines 211: A fair degree of skill is developed in the use of machines such as: dictating machines, adding and calculating machines, duplicating machines, filing equipment, and miscellaneous equipment.

Office Practice 212: (Prerequisite—Shorthand 111-112) (Typewriting 111-112) An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure, and civil service training. Whenever possible actual office situations are created so that the student is trained not in theory alone, but in practice.

Shorthand 111-112: A study of elementary Gregg Shorthand. Dictation is begun early in the course stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

Shorthand 211-212: Advanced Dictation. The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy. speed, neatness and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high degree of accuracy.

Typewriting 111-112: The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulation, continuity writing. In this course more stress is given to accuracy than to speed.

Typewriting 211-212: The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at forty-five words per minute with a minimum of errors.

Personnel Management 211: This course provides job instruction training to improve the supervisor's efficiency in training personnel; supervisory techniques to help the supervisor develop his ability to lead his personnel more effectively, planned discussion and demonstration of his personnel; more planned discussions and demonstration of tested techniques to be used in solving problems arising from human relations; employment techniques to assist personnel manager in interviewing, testing, making job analysis, and keeping personnel records.

Merchandising

Selling 111: Fundamental principles of wholesale and retail selling. Each student selects a sales proposition to analyze and sell to a qualified customer.

Advanced Selling 112: Selection and training of salesmen, sale planning, territory assignments, organization of prospecting system, preparations of sales manuals and other sales aids, applied market analysis, pricing with relation to product development.

Credits and Collections 111: Principles and present day practices of commercial credit, the qualifications of the credit man, the organization and function of a credit department, the uses of the various credit documents, types of credit, retail, bank, mercantile, investment, etc. Sources of credit information with authoritative discussions of their value. Investigation of credit and the element of a good credit risk.

Advertising 111: Principles and practices of advertising, study of purpose, copy, layout, mechanics, media, and the complete campaign.
Advertising Copy and Layout 211: Advertising. This course aims to develop ability in writing advertising copy and in making advertising layouts.

Business Law 111: Essentials of the law of contracts, with related subjects.

Business Mathematics 111: Application of mathematics to typical accounting, financial, and other business problems, including bank discounts, trade discounts, weighted averages, merchandise markup and turnover, application of compound interest principles to annuity, sinking fund, and amortization problems.

Economics of Marketing 111: A study of the distribution of commodities, from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of various distributors (middlemen), channels of distribution, buying motives, cost of distribution.

Marketing Problems 211: Executive aspect of marketing, including the problems of sales, store, and advertising management.

Merchandise Information 211: Instruction in textiles and non-textiles. Application of information to consumers and sales person's needs.

Retailing Merchandise 111: This course involves such problems as store location, store layout, store organization and management, merchandise control, buying, pricing, and ethical standards in retailing.

NATURAL SCIENCES

Botany

Botany 111: This course is designed to show the relation of plants to mankind, the development of a knowledge of the universe in which we live and as a phase of modern science. In the laboratory, the structure of plants and representatives of the plant phyla will be studied by comparison. The course is also designed to fit the student for university science requirements.

Botany 131: To be taken instead of Botany 111 by students intending to major in the natural sciences. An introduction to the structure, physiology, and classification of plants. Four lecture and four laboratory and field trip hours a week.

Chemistry

Chemistry 111-112: General Inorganic Chemistry. This course is an elementary presentation of the fundamental principles of chemistry based upon a study of the physical and chemical properties of the metallic and non-metallic elements. Emphasis is placed on the scientific method. High school chemistry is recommended but is not a required prerequisite for this course. Three hours of recitations and lectures, and four hours of laboratory a week.

Chemistry 231: Qualitative Analysis. Prerequisite: Chemistry 111-112 or equivalent. Three lecture and six laboratory hours a week.

Chemistry 232-233: Elementary Quantitative Analysis. Prerequisite: Chemistry 231. Three lecture and six laboratory hours a week.

Geology

Geology 232: Physical Geology. The origin of the various rocks, the formation and erosion of natural land features, and the forces of erosion are the chief matters presented in this beginning course. Earthquakes, hurricanes, volcanoes, and similar phenomena are discussed. Four lecture and four laboratory hours a week.

Geology 233: Historical Geology. Historical geology places emphasis upon earth origin, study of the origin, study of the origin and occurence of fossils, and the history of the earth as determined by various means. Four lecture and four laboratory hours a week.

Physics

Physics 111-112: General Physics. Physics 111 covers mechanics, heat and sound. Physics 112 covers electricity and magnetism, optics, and special topics. Five lecture and two laboratory hours a week through two quarters. Both parts must be completed to receive credit.

Zoology

Zoology 111-112: This course introduces the student to the study of animal life. The aim of this course is to trace the evolution of structure and function of animals without backbones and those animals with backbones. In the laboratory, representatives of invertebrate and vertebrate animals will be studied in ascending order by dissection and comparison.

Mathematics

Mathematics 101: (Non-credit) Intermediate Algebra.

Mathematics 131: College Algebra. Functions and their graphs, equations, and their solutions, systems of linear equations, determinents, exponents, quadratic equations, inequalities, variations, progressions, mathematical induction, binominal theorem, complex numbers, theory of equations. Five hours a week for one quarter.

Mathematics 132: Plane Trigonometry. Identities, reduction and addition formulas, graphs, trigonometric equations, inverse trigonometric functions, solution of right and oblique triangles. Five hours a week for one quarter.

Philosophy

Philosophy 111: A systematic introduction. The student will be led into the problems in the major areas in the field of philosophy. Living issues are stressed. Problems of space-time, relativity, mid-body relationship, materialism, idealism, and pragmatism are studied in an effort to get practical and useful information.

Philosophy 112: The Development of Philosophy. This course will include a survey in historical perspective, of men and movements responsible in ancient, medieval, and modern time for development of philosophical thought. Attention will be given to significant contributions to human thinking. The formation of systems of philosophy in particular will be stressed.

English

English 111-112: The theory and practice of current English grammar, with emphasis upon recognition of parts of speech, development of sentence structure, and use of punctuation. Written composition is emphasized.

English 211-212: English Literature. Prerequisite: English 111-112. In the first quarter, Chaucer, Shakespeare, and Milton are studied; in the second quarter the major writers of the nineteenth century.

English 221-222: American Literature. Prerequisite: English 211 for University Parallel and English 212 for the Terminal Courses. This course provides a study of major American writers and their relation to their times. The first quarter covers the period from the Colonial times to the Civil War. The second quarter covers the period from the Civil War to the present day.

English 231-232: The English Novel. Prerequisite: English 211 for University Parallel and English 111-112 for the Terminal Courses.

English 213: Public Speaking. This course enables the student to think and organize via the thought processes necessary to clear and valid speech, There is specific emphasis given to the broad types of speeches: to impress, to inspire, to inform, to convince, to persuade, to explain. Each student is required to render a certain number of these types of speeches. The teaching of parliamentary procedure is inclusive in the course.

Business English 211-212: A study of the fundamentals of grammar and specific application to business documents and other business papers, the editing of business materials, proof reading, and corrections.

FOREIGN LANGUAGES

French

French 111-112-113: Elementary French. Primary Object: to enable the student to understand French, written and spoken. Reading accompanies the grammatical analysis of the language and the study of the regular and irregular verbs. The foundation of the correct pronunciation is laid through the presentation of English equivalent sounds.

French 211-212-213: Intermediate French. Conversational French is stressed. Continued stress on pronunciation, dictation and review of French Grammar.

German

German 111-112-113: This course is designed to give the beginning student the fundamentals of grammar and syntax together with easy reading exercises. A series of graded readers is used. Emphasis is on vocabulary building and the acquisition of a reading and speaking knowledge.

German 211-212-213: Intermediate German. Continued stress on pronunciation, dictation and review of German grammar.

Spanish

Spanish 111-112-113: Designed to give the student a thorough grounding in the basic principles of Spanish grammar. The majority of the class time will be devoted to translation from English to Spanish, and simple conversational practice.

Spanish 211-212-213: Intermediate Spanish. Continued emphasis upon speaking Spanish, and understanding the spoken language. Grammar review, composition, and reading in Spanish and Spanish American Geography, History, and Culture.

SOCIAL SCIENCES

Economics 221-222: This course gives special attention to the economic principles, policies and problems. Business organizations, monetary and banking problems and characteristics of the economic system are among the topics included.

Geography 111: A study of selected phases of physical geography and the distribution of the world's natural resources. Some of the topics treated are raw materials, climate, winds, rainfall, land forms, and centers of population.

History 211-212: This course covers the discovery, colonization and resulting growth of the American nation. The evolution of American ideals and policies receive clear and interesting treatment.

Political Science 231-232: The general purpose of this course is to give the student a basic understanding of the political philosophy underlying our Democratic system of government. Considerable time is given to the Constitution and to its development. The course is further designed to give the student a functional knowledge of democracy at work.

Psychology 111: Problems of personality, adjustment and mental health are presented in this course. It is designed to meet the needs of both students who wish to continue in the field of psychology and those who will do no further work in the field.

Social Science 111: A survey of the development of Western Civilization with emphasis on the seventeenth and eighteenth centuries.

Social Science 112: A study of contemporary civilization during the past century.

ADULT EDUCATION

Adult Typewriting 111: A non-credit course in beginning typewriting designed to develop correct writing techniques and practical skills for personal and vocational uses. Emphasis is on mastery of the keyboard and the fundamental typewriting techniques. A minimum typing speed of at least 25 words per minute is expected.

Adult Typewriting 112: (Prerequisite: Adult Typewriting 111 or equivalent) A continuation of Adult Typewriting 111 offering instruction in letter placement, tabulation, carbon copies, stencils, term papers, and manuscripts, in addition to further development of speed and a review of typing techniques. A minimum typing speed of at least 45 words per minute is expected.

Dressmakin g111-112-113: A laboratory course dealing with fundamental problems of clothing construction including the use of the commercial pattern and selection, choosing the right clothes and fabrics, sewing tools and how to make them work for you, dressmaking, restyling, remodeling, and remaking. Consideration will be given to attractive clothing on a limited budget. (Non-Credit)

Home Planning and Interiors 111-112-113: A study course dealing with problems of decorating rental units or private dwellings. Attention is given to space divisions, furniture arrangements and window treatments best suited to persons living in the home.

Each Student will have the opportunity to engage in one or all of the following projects:

1. Design and silk screen draperies for the home.
2. Design and execute wall decoration of wrought iron, wood, copper, brass or other metal.
3. Design a ceramic bowl or a piece of sculpture.

Custodial Engineering 111-112-113: Combined lecture-laboratory course to study custodial problems including cleaning, floor maintenance, operations, minor repairs, flag etiquette, and responsibilities.

SECOND WARD ACCELERATED HIGH SCHOOL

This is a high school unit under the direction of Carver College and is as its name states, accelerated. This means that a student is able to complete requirements for graduation in eighteen months instead of 36. For each academic course offered a student may earn one unit per semester and for each trade offered he may earn two units per semester. At this rate a student may easily earn the state requirement of 16 units in the 18 months. This school is accredited by the State.

All state requirements—English, mathematics, natural sciences including biology, social sciences including American History, and health are offered. In addition to the state required courses there are offered some electives: French, reading, and trades (auto mechanics, brick masonry, commercial cooking, cosmetology, shoe repairing and tailoring).

Each academic class meets daily Monday through Friday except on holidays established by the school. Each trade meets for a 2-hour period daily Monday through Friday except holidays established by the school.

Any student who has completed work needed to classify him in or above ninth grade may enter this school. A transcript of his previous training is required.

A full-time student may take as many as five academic courses or three academic courses and a trade each semester.

A part-time student may take four or less academic courses per semester depending on his needs. In the case of veterans, however, to receive veterans aid as part-time, he must attend classes at least three hours per day, five days per week.

FEES

Each academic course per semester	$15.00
Trade (Tuition per hour per semester)	11.25
Shop Fee for trade courses per semester	20.00
Registration fee per semester	5.00
Activity fee per semester	4.00
Auto Mechanics Tool fee	96.00

ROSTER OF STUDENTS

Associate of Arts Titles Conferred
June, 1955

LIBERAL ARTS

Ashford, Willie James
Bauknight, William Jonas
Brockington, Rodney Monroe
Brooks, Henry Clay
**Clyburn, Henry Frank
Counts, Claude
**Crenshaw, Tenezar Lewis
Culbreth, James Rubutt
*Davie, Freddie Alexander
Goode, John Clinzo
Goode, Walter Raymond
Hanks, James Monroe
*Holland, Margaretta Brown
Isles, Harold Franklin
Jackson, Heyward Edgar
Jones, Raymond
***Lewis, John B., Jr.
Lindsay, James Henry
*Mims, Perry, Jr.
Montgomery, Alexander
*Moore, Albert Henry
***Neal, Joan Irene
*Rice, Vernie Mae
Smith, Billie Frank
Young, John Rose

BUSINESS ADMINISTRATION
University Parallel

**Chapple, Willie Arthur
Cunningham, Samuel Howard
Fox, J. C.
Fox, Samuel William
*Irby, David
Minter, William Henry
Sadler, Robert Lee
Simons, Warren Edson

BUSINESS ADMINISTRATION
Terminal

Caldwell, Melvin Drayton
Clark, Robert Edward
Green, Willie
Hubbard, James
Neal, Robert Charles
Proctor, Eugene

GENERAL BUSINESS
Terminal

Cherry, Rosa Marie
Clark, Ollie Mae
*Davis, Amanda Erslyn
**Thompson, Margaret Elizabeth

*With distinction
**With greater distinction
***With greatest distinction

SOPHOMORE STUDENTS—1954-1955

Anderson, James
Ashford, Willie
Bauknight, William Jonas
Brockington, Rodney
Brooks, Henry C.
Caldwell, Melvin D.
Carson, Horace A.
Carruthers, Charlie William
Chapple, Willie Arthur
Cherry, Rosa Marie
Clark, Ollie Mae
Clyburn, Henry Franklin
Counts, Claude
Crenshaw, Tenezar Lewis
Culbreth, James Rubutt
Cunningham, Samuel Howard
Davis, Amanda
Dowery, Virginia Cressa
Evans, Genius Cornelius
Fox, Connell
Fox, Samuel William
Fox, J. C.
Goode, John Clinzo
Goode, Walter Raymond
Green, Willie
Hammonds, Wiley Ervin
Hanks, James N.
Holland, Margaretta Brown
Hubbard, James
Irby, David
Isles, Harold Franklin
Jackson, Andy
Jackson, Heyward Edgar
Jones, Raymond
Kitchen, Elijah
Lewis, John B., Jr.
Lindsay, James Henry
Love, Maynard
Mims, Perry, Jr.
Minter, William Henry
Montgomery, Alexander
Moore, Albert Henry
Neal, Irene
Neal, Robert C.
Pettice, George, Jr.
Pharr, Raymond Roosevelt
Proctor, Eugene
Rice, Vernie
Sadler, Robert Lee
Simons, Warren Edson
Smith, Billie F.
Stokes, Abraham
Thompson, Margaret Elizabeth
Watson, Climmie N.
Young, John Rose

FRESHMEN

Adams, Roberta Brown
Alexander, Brandon Booker
Anderson, Reecy Lue
Ardrey, William L.
Armstrong, Lonnie
Bailey, John
Barnes, Willie James
Barringer, Horace
Beatty, James Willie
Black, Rudolph V.
Boyles, Waddell
Bratton, Carl
Brown, Robert Farris
Bryant, Ester Lane
Burch, John T.
Caldwell, Grover B.
Caraway, John Will
Carter, Joseph Alton
Cherry, Robert
Cherry, William L.
Chiles, Ruth Adams
Chisholm, Thelma Mungo
Clyburn, Algie A.
Crawford, Neal F.
Criswell, Furman R.
Crowe, Britanna
Crowder, Roy L.
Culbreth, Henry
Cunningham, Robert Lee
Davie, John Lytle
Dean, Colie
Dial, Walter, Jr.

FRESHMEN (Continued)

Diggs, Thomas
Douglas, Robert
Duff, James N.
Earl, Farris
Ellis, George Butler
Flowers, Gwendolyn Sallie
Gaither, Alexander
Gladden, Frank, Jr.
Goode, Paul Charles
Goodman, Alphonzo Lee
Gormley, Leon B.
Graham, Minnie R. (Special)
Grier, James David
Hall, Legree
Hailey, Walter C.
Harris, William Andrew
Hewett, Barbara
Holloway, Odel Benjamin
Hood, Willie H.
Hunter, George
Howard, Joseph
Howard, Novel Lee
Ingram, Charles E.
Jackson, James Tillman
Johnson, Florence
Johnson, Mary Virginia
Jones, Chauncey E., Jr.
Joseph, John Ingram
Kendall, Robert C.
Kendrick, James H.
King, Herbert Sylvester
Knight, Charles
Lampkin, Gracie Lee
Lee, Lafayette
Little, Grant, Jr.
Lotharp, Parker Bennett
Love, Edward L.
McClain, John Edward
McClain, Rayford C.
McClure, Benjamin Y.
McGill, Benzell
McNair, Kathryn Ann
Massey, Shirley
Moffatte, Katherine
Moore, Annie Florence
Moore, Naomi Hicks
Morgan, Sara Eleanor (Special)
Morehead, Samuel
Mosley, John H.
Mosley, Wade
Metz, Warren H.
Norman, Edward Lee
Owens, Annie Ruth
Owens, Vernel
Owens, William Douglas
Patterson, Worth Bagley, Jr.
Patton, Leroy
Perry, Andrew
Porter, Charles E.
Pratt, James, Jr.
Pratt, Zenopha
Reid, Adolphus
Reid, Charles H.
Reid, Everett Leon
Rhyne, Isaac Graham
Rice, John McKinley
Richardson, Walter Lee
Sellers, Ben J.
Simelton, Robert, Jr.
Sloan, Harry Eugene
Smith, Marion Nathaniel
Spears, William H.
Springs, Bennie Alexander
Steele, Thomas
Thompson, Rayford Junius
Truesdale, Noah
Vaughn, Sylvester James
Walker, Marion E.
Wertz, James William
Wigfall, Wynona Deloris
Williams, Ardell Elizabeth
Williams, Julius, Jr.
Williams, Nathan
Wilson, Pauline

HIGH SCHOOL GRADUATES

*Bonapart, William, Jr.
Bowser, Berthenia
*Gormley, Leon Bradshaw
Jeffries, Ruben, Jr.
Keels, Clyde, Jr.
*Lynch, Lucille Mungo
McLean, Carl Jones
Mungo, Alma
*Spencer, Kathryn Johnson
Stacey, Lester
Stitt, Eugene
White, Jerome

*With honors

HIGH SCHOOL ENROLLMENT

Andrews, Wallace
Anthony, Walter M.
Appling, Eugene H.
Bailey, James
Barringer, Howard
Beatty, Ralph
Black, Johnny
Blakeney, Caldwell
Bonaparte, William, Jr.
Bowser, Berthenia
Boyles, James R.
Bratton, Hamrick
Brenson, Cornell
Bridges, James
Brown, John E.
Brown, William, Jr.
Bryant, Capers
Byers, Roosevelt
Caldwell, Richard
Carrothers, James
Cherry, Harold
Choice, Luther L.
Cohen, George
Connelin, Clifton
Cornelius, Herman
Couser, Howard
Crawford, Edson
Davis, Lee Andrew
Delaney, Raf
Dixon, Lee
Douglas, James
Downer, Billy
Drakeford, Eddie W.
Edwards, Andrew, Jr.
Feaster, Paul D.
Flood, Grover
Ford, Freddie
Funderburke, Grady
Gabriel, Bruce
Gaither, Isaiah
Geter, Russell
Gormley, Leon
Goods, Edward
Graves, Walter
Grier, Espie
Grier, John D.
Griffin, James
Griffin, Peron
Hall, Willie J.
Hargro, Charles
Harris, William L.
Heath, John E.
Henderson, John
Henderson, Sidney, Jr.
Horsley, Robert
Howard, William
Huff, Gilbert
Huntley, Will F.
Ivey, Randolph
Jackson, Johnnie J.
Jeffries, Ruben
Jordan, Annie R.
Keels, Clyde
Kelly, Leroy
Leach, Samuel
Lewis, Calvin

HIGH SCHOOL ENROLLMENT (Continued)

Love, Harry
Luallen, Henry
Luckey, Calvin
Luckey, James
Lynch, Lucille
Lytch, Robert
McCall, Charlie
McDonald, Oswald
McDuffie, Lewis
McIllwain, Curlee
McLean, Carl
McManus, Ernest
McVay, Jackie
Maness, Joe R.
Mason, Roy
Massey, Verner
Maxwell, Samuel T.
Miller, Donald P.
Miller, Robert
Morris, Robert
Mungo, Alma
Neal, John
Pauling, Clifford
Pegues, Henry
Platts, Ernest
Ponder, Major
Pruitt, James
Reid, Haywood
Roseboro, Herbert
Ross, James
Rubin, David
Sanders, James
Shepherd, James W.
Simms, Sammy
Simpson, Walter
Smith, Charles
Spencer, Kathryn
Stacey, Lester
Stafford, Floyd
Staton, James E.
Stitt, Eugene
Torrence, Charles
Walker, William
Ward, George
Ward, Robert
Whaley, Estella
White, Henrietta
White, Jerome
Whitfield, James
Wiley, George
Williams, Isaac
Williams, Roscoe
Williams, Roy
Willis, Jake
Young, James
Young, William

SUMMARY OF STUDENT ENROLLMENT OF DEPARTMENTS

Liberal Arts	123
Business Administration	30
Business Terminal	7
General Business	15
Special Students	2
Adult Education	18
Refresher Program	17
High School	122
	334